



STATE OF RHODE ISLAND BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

1 Capitol Hill, 3rd Fl.
Providence, RI 02908

www.bdp.state.ri.us

Phone: (401) 222-2565 Fax: (401) 222-5744

COA INITIAL APPLICATION

Certificate of Authorization (COA)

TITLE 5

Businesses and Professions

CHAPTER 5-8

5-8-24. Sole proprietorship, partnership, limited liability partnership, corporate and limited liability company --

(a) The practice or offer to practice engineering as defined by this chapter by a sole proprietorship, partnership, limited liability partnership, corporation or limited liability company subsequently referred to as the "firm", through individuals is permitted; provided, that the individuals: (1) are in direct control of such practice; (2) exercise personal supervision of all personnel who act in behalf of the firm in professional and technical matters; and (3) are registered under the provisions of this chapter; and provided, further, that said firm has been issued a certificate of authorization by the board of engineers.

(b)(1) Within one year after enactment of this chapter every firm must obtain a certificate of authorization from the board and those individuals in direct control of the practice and who exercise direct supervision of all personnel who act in behalf of the firm in professional and technical matters must be registered with the board. The certificate of authorization is issued by the board upon satisfaction of the provisions of this chapter and the payment of a fee not to exceed one hundred twenty-five dollars (\$125.). This fee shall be waived if the firm consists of only one person who is the person in responsible charge.

(2) Every firm desiring a certificate of authorization must file with the Board an application for a certificate of authorization on a form to be provided by the Board. A separate form provided by the board is to be filed with each renewal of the certificate of authorization and within thirty (30) days of the time any information previously filed with the Board has changed, is no longer true or valid, or has been revised for any reason. If, in its judgment, the information contained on the application and renewal form is satisfactory and complete, the board will issue a certificate of authorization for the firm to practice engineering in this state.

(3) No firm that has been granted a certificate of authorization by the board shall be relieved of responsibility for modification or derivation of the certificate, unless the board has issued for the applicant a certificate of authorization or a letter indicating the eligibility of such applicant to receive the certificate. The firm applying shall supply the certificate or letter from the Board with its application for incorporation, organization or registration as a foreign corporation.



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INSTRUCTIONS FOR CORPORATIONS and LIMITED LIABILITY COMPANIES

1. Complete the Certificate of Authorization (COA) application, **have it notarized**, and mail it to the Board with the initial application fee of \$125.00. When the application is complete, it will be reviewed by the Board at its next scheduled meeting. **If you are the only employee in your firm, you are exempt from the fee.**
 2. You must also contact the RI Secretary of State's office at (401) 222-3040 and request the application necessary to file as a corporation doing business in RI. **Do not submit this application until you receive the conditional approval letter from the Board.**
 3. After review by the Board, you will be mailed a conditional approval letter. At this time you may submit your application to the Corporation Division of the Office of the RI Secretary of State. With your application, you must also submit a **written request for a Certificate of Good Standing, the required fee, and a copy of the conditional approval letter from the Board.**
 4. The RI Secretary of State Corporation Division will forward your Certificate of Good Standing to you. You must mail the **original certificate** to this office for completion of the application process.
 5. Upon receipt of your Certificate of Good Standing, you will be issued a COA number and wall certificate. **Your Certificate of Authorization (COA) must be renewed every other year. Renewal applications will be mailed at the appropriate time.**
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INSTRUCTIONS FOR PARTNERSHIPS AND SOLE PROPRIETORSHIPS

1. Complete the Certificate of Authorization (COA) application, **have it notarized**, and mail it to the Board with the initial application fee of \$125.00. When the application is complete, it will be reviewed by the Board at its next scheduled meeting. **If you are the only employee in your firm, you are exempt from the fee.**
 2. Upon Board acceptance, you will be issued a COA number and wall certificate. **Your Certificate of Authorization (COA) must be renewed every other year. Renewal applications will be mailed at the appropriate time.**
-

INSTRUCTIONS FOR LIMITED LIABILITY PARTNERSHIPS

1. Complete the Certificate of Authorization (COA) application, **have it notarized**, and mail it to the Board with the initial application fee of \$125.00. **If you are the only employee in your firm, you are exempt from the fee.**
2. You must also contact the RI Secretary of State's office at (401) 222-3040 and request the application necessary to file as a Limited Liability Partnership doing business in RI. **Do not submit this application until you receive the conditional approval letter from the Board.**
3. After review by the Board, you will be mailed a conditional approval letter. At this time you may submit your application to the Corporation Division of the Office of the RI Secretary of State. With your application, you must also submit a **written request for a Certificate of Legal Existence, the required fee, and a copy of the conditional approval letter from the Board.**
4. The RI Secretary of State Corporation Division will forward your Certificate of Legal Existence to you. You must mail the **original certificate** to this office for completion of the application process. Renewal applications will be mailed at the appropriate time.

COA# _____
Check # _____

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Name under which services will be offered.

Name: _____ Attn.: _____

Address: _____

City _____ State _____ Zip _____

Phone: () _____ Fax: () _____

FEE: \$125.00**(Make check payable to: Treasurer State of RI)**

- ☐ Corporation
☐ Sole Proprietorship
☐ Partnership
☐ Limited Liability Company
☐ Limited Liability Partnership

TYPE OF ENGINEERING SERVICES OFFERED IN R.I.: _____

List all Rhode Island licensed engineers in responsible charge who act on behalf of the firm.

I hereby certify under oath that I acknowledge that I have the obligation of keeping this Board informed at all times in the event that I should terminate my employment and/or position of engineer in responsible charge. I further acknowledge that in the event that such a termination of responsibility occur, that I must notify this board, in writing, within seven (7) days of the date of such termination and that otherwise, this Board shall be authorized to hold me responsible for any and all work performed by this firm. I hereby certify that I am familiar with and agree to comply with the Rhode Island laws and regulations governing the practice for which I am licensed. Whereupon I have caused my signature to be affixed to this application under oath.

Name	Discipline	Are you listed on other COA's in RI			Signature	RI Lic. No.
		Yes	No	How Many		

If you are the only employee in your firm, you are exempt from the fee if you complete this section.

"I hereby certify that I have no employees and that I am the sole Rhode Island licensed engineer of the firm and the individual in responsible charge.

Signature: _____

1. Have you or any partner, officer, majority shareholder or member of the Board of Directors, been convicted of or entered into a plea bargain any offense which involves, fraud, professional negligence, moral turpitude or are any such charges now pending?

If yes, for each such offense, state the nature of the charge, the State in which the charge was brought and the person or persons convicted or has entered into a plea. If any charges are pending, please briefly explain. Yes _____ No _____

2. Has any officer, majority shareholder or member of the Board of Directors, or any registered P.E. employed by the firm, had his or her license to practice engineering revoked or suspended in any State? If yes, state the name of such person, their address, and the nature and State of such revocation or suspension. Yes _____ No _____

3. Have you read/understood the provisions of R.I. Gen. Laws Title 5, Chap. 8 as amended? Yes _____ No _____

4. Have you read/understood the Canons of Ethics adopted by the RI Board of Professional Engineers? Yes _____ No _____

5. Number of employees, including self. _____

I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering in RI.

Signed: (Director) _____ Title: _____ Date: _____

Before me personally appeared the signer of the above and executed this application for the purposes stated by signing his/her name. In witness thereof: Subscribed and sworn to before me this _____ day of _____.

County and State _____

Signed (Notary Public) _____

Date Commission Expires _____

Notary Seal



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List additional Rhode Island licensed engineers in responsible charge who act on behalf of the firm.

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		Yes	No	How Many		

Subscribed and sworn to before me this _____ day of _____.

County and State

Signed (Notary Public)

Date Commission Expires

Notary Seal